



# CHANGE OF USE

## PERMIT CHECKLIST

PUBLIC WORKS BUILDING DIVISION  
206-973-4750

**THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WHEN APPLYING FOR A PERMIT:**

**IF ANY ALTERATIONS ARE PROPOSED OR REQUIRED, USE THE TENANT IMPROVEMENT CHECKLIST FOR SUBMITTAL REQUIREMENTS.**

**WHEN NO ALTERATION IS REQUIRED OR PROPOSED:**

*The following documentation must be submitted when applying for a permit:*

- ☐ Complete Permit Application
- ☐ Verification of the Applicant's City of SeaTac Business License (*See Finance Department*)
- ☐ Verification of the Contractors License
- ☐ Verification of Water Availability
- ☐ Receipt of Initial Plan Review Fee
- ☐ Provide plans described below
- ☐ Schedule a Walk-Through Inspection with Representatives from Building, Planning, Engineering, and Fire Departments.

**NOTE: CHANGE OF USE MAY RESULT IN TRAFFIC MITIGATION FEES NEEDING TO BE COLLECTED**

**PERMITS CAN ONLY BE ISSUED TO PROPERTY OWNERS, WHERE THEIR DIRECT EMPLOYEES ARE DOING THE WORK, OR TO LICENSED CONTRACTORS. EMPLOYEES MAY BE REQUIRED TO HAVE SPECIFIC STATE LICENSING.**

☐ **SITE PLAN.** (Scale plans to most appropriate engineering scale, 1"=10' or 1"=20' is preferred)

- Survey of property showing all property lines, building(s), assumed property lines between buildings, and adjacent streets.
- Parking lot layout and measurements to include the accessible parking spaces.
- Square footage of the lot and building.
- Location of light poles, signage, of on- and off-site fire hydrants, and the required on-site recyclable storage space.

☐ **ARCHITECTURAL PLANS** (Plans must be drawn on a minimum paper size of 18"X24" with a minimum scale of 1/8"=1')

- Submittal documents shall be provided in accordance with section 106.3.2, U.B.C. This shall include floor plans with door and window locations shown of the space undergoing a change of use. A floor plan may be required for the entire building.
- Plans **may** be required to stamped and signed by a licensed architect or engineer.
- Provide a complete description of work to be preformed within the space undergoing a change of use. Include a description of the use of the space and rooms, the occupant loads of the spaces, and the allowable areas of the building(s). This may be required for the entire building.
- Show compliance with the Sound Transmission Code (*if applicable*).
- Provide two sets of plans that have been reviewed and approved by a 3<sup>rd</sup> party Energy Code Plans Examiner.

**A permit will be issued upon the Approval of the Four Departments.**

**A Certificate of Occupancy will be issued following the Final Inspection.**

**PROJECT VALUED AT \$75,000 OR MORE MAY BE REQUIRED TO INSTALL OFF-SITE IMPROVEMENTS (SMC 13.35.010).**

**The following General Conditions may be required to be met when the use or tenant of a building changes:**

1. Meet the Washington State Accessibility Code.
2. Tenant Fire Separations, wall and/or floor-ceilings and exiting as required by the Uniform Building Code.
3. The Electrical system upgraded as required by the National Electrical Code.
4. The Fire alarms, fire Sprinklers, and Smoke Detectors to be upgraded to meet the Uniform Fire Code.
5. The landscaping and parking requirements to be upgraded to meet the City of SeaTac Zoning Ordinance.